

1 September 1993

Motor Vehicles

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL OWNED VEHICLES

This regulation outlines policies and procedures relating to ownership, registration, operation, maintenance, and reporting of Civil Air Patrol (CAP) vehicles. It explains necessary operator qualification and defines prudent use. These procedures ensure acceptable vehicle appearance, maintenance, accountability, and operation standards throughout CAP. Further, this regulation makes it clear that the CAP has no right to control the manner in which privately owned vehicles are operated to and from any CAP meetings and activities.

1. Definitions:

a. CAP-Owned Vehicle. Any wheel-mounted equipment for highway or land use including but not limited to vans, cars, jeeps, buses, trucks, and trailers, owned by and titled in the name of Civil Air Patrol, Inc.

b. Temporary-Use CAP Vehicle. A vehicle commercially rented, leased, or borrowed by a CAP unit from commercial, DOD, or other sources in order to accomplish its mission.

c. Privately Owned Vehicle (POV). Any vehicle not included in 1a or 1b above that is owned, leased, rented, or borrowed by a person, CAP member or organization other than CAP.

2. Vehicle Records Folder. Each wing/unit will establish a Vehicle Records Folder for each CAP-owned vehicle to include at least the following:

- a. Title.
- b. Copy of the registration (original should be in vehicle).
- c. Completed Daily CAP Vehicle Safety Inspection Report (see attachment 3).
- d. Annual CAP Vehicle Safety Inspection (see attachment 4).
- e. Record of Repairs and Expenses.

3. Registration of Vehicles. Ownership documents (title and registration certificates) will be secured and maintained for all CAP-owned vehicles as required by the applicable laws of the state, commonwealth, or local government jurisdiction where the vehicles are located. Vehicles will be registered as: Civil Air Patrol, Inc., or by region and wing, Civil Air Patrol, Inc. If not otherwise provided, the cost of registration, title, and license will be paid from region or wing funds. (NOTE: The SF 97 and 97a, Certificate of Release, Motor Vehicle, received from Defense Property Disposal Office, may be used to obtain a state certificate of title.)

4. Licenses/Drivers' Records:

- a. Vehicle operators will:
 - (1) Operate all CAP-owned vehicles and temporary-use CAP vehicles in strict compliance with all federal, state, commonwealth, local laws, regulations, and ordinances governing the operation of motor vehicles.

- (2) Possess both a valid state driver's license and a CAP Operator's Permit, CAP Form 75 (attachment 1). The wing commander or the transportation officer will issue the CAP Operator's Permit.

- (3) Obtain a CAP Operator's Permit. The CAP member must furnish to the issuing authority a current copy of his/her state driver's record showing any and all driving infractions. The issuing authority must review the member's drivers record and be satisfied that the member does not constitute an undue liability risk (see attachment 1). CAP units will file and maintain copies of the driver's record of the member in the member's personnel record after issuance of the CAP Operator's Permit.

- (4) Automatically lose CAP-owned or temporary-use CAP vehicle operating privileges upon revocation of a state driver's license.

- b. All previous editions of the CAP Operator's Permit are obsolete. Current vehicle operators and new applicants must obtain a new Operator's Permit, CAP Form 75, using the foregoing procedure.

- c. Wing commanders will review member's civilian driving records at least biennially to revalidate the CAP Operator's Permit.

5. Vehicle Operators and Authorized Passengers:

- a. Except as otherwise specified in 5b and 5c below, only members 21 years of age or older, who are properly licensed to operate specific vehicle types according to applicable local and state laws and possess a valid CAP Form 75, are permitted to operate CAP-owned vehicles or temporary-use CAP vehicles.

- b. Members who are under 21 years of age, but are at least 18 years of age, may be permitted to operate general purpose CAP-owned vehicles (sedans, station wagons, small 7-passenger vans, or pickup trucks). They may not carry passengers or tow any trailers. They must:

- (1) Have written authorization from their parents or legal guardians.

- (2) Have written approval to do so from their unit commander.

- (3) Comply with the licensing provisions of paragraph 4.

- (4) Place documentation required by this paragraph in their personnel file.

c. Region or wing commanders may raise experience requirements and the minimum age of CAP-owned vehicle operators when operation of special purpose vehicles (jeeps, vans with capacity of more than 7 passengers, communications vans, buses, cargo trucks, tractor/trailers, or similar equipment) is involved.

d. Passengers in CAP-owned vehicles or temporary-use CAP vehicles. Normally only CAP members should ride as passengers in CAP-owned vehicles or temporary-use CAP vehicles. Nonmembers may be carried as passengers when their presence contributes to the CAP program. The wing commander, or region commander if the vehicle is assigned to a region, must approve, in writing, nonmember passengers in CAP-owned vehicles or temporary-use CAP vehicles.

6. Use of CAP-Owned Vehicles, Temporary-Use CAP Vehicles, and Privately Owned Vehicles.

a. CAP-Owned Vehicles:

(1) Use CAP-owned vehicles for official CAP purposes only. Official purposes include direct and indirect support of CAP's programs and missions. Personal use of such vehicles is forbidden and may result in punitive action against the offender (possibly involving loss of membership) and loss of the vehicle by the unit. Commanders at all levels must publicize and enforce this policy.

(2) CAP-owned vehicles may be loaned to other public agencies to render emergency or public service only with the written approval of the wing commander.

(3) The unauthorized or improper use (personal recreation) of a CAP-owned vehicle must be avoided to preclude adverse community relations, or potential legal complications. Unauthorized use includes, but is not limited to, shopping trips, commuting to civilian job, and personal recreation.

b. Temporary-Use CAP Vehicles:

(1) Use temporary-use CAP vehicles for official CAP purposes only. Official purposes include direct and indirect support of CAP's programs and missions. Personal use of such vehicles is forbidden and may result in punitive action against the offender (possibly involving loss of membership). Commanders at all levels must publicize and enforce this policy.

(2) Temporary-use CAP vehicles may not be loaned to other public agencies.

(3) The unauthorized or improper use (personal recreation) of a temporary-use CAP vehicle must be avoided to preclude adverse community relations, or potential legal complications. Unauthorized use includes, but is not limited to, shopping trips, commuting to civilian job, and personal recreation.

c. Privately Owned Vehicles:

(1) Subject to the provisions of 6c(2) below, the use of privately owned vehicles (POVs) in the CAP program for transportation to and from CAP meetings, encampments, and other activities is solely at the risk of the individual CAP member. This is known as the "home-to-work-rule." CAP assumes no right of control, liability, or responsibility for such transportation.

(2) A CAP unit commander may approve the use of a member owned/furnished vehicle (POV) as official CAP transportation when CAP-owned vehicles are not available

for such purposes. Limit such approval to unusual circumstances where the lack of transportation for CAP members would adversely impact important activities. Prior to granting such permission, the commander should require the member to produce evidence of liability insurance coverage.

7. Safety:

a. Prior to dispatch, a responsible CAP senior member will give CAP-owned vehicles and temporary-use CAP vehicles a safety check as outlined in attachment 3. Do not use vehicles that do not pass inspection. Compliance with all local and state laws pertaining to vehicle safety is mandatory.

b. All CAP-owned motor vehicles will be equipped with seat belts or seat belt/shoulder harness combination on all front, rear-facing or swivel seats. Side-facing passenger seats and bus seats need not be equipped with seat belts or seat belt/shoulder harness combinations. Jeeps may be equipped with a roll bar as an additional safety feature. Recommend special training for drivers of jeeps due to the peculiar handling characteristics. **USE OF ALL AVAILABLE SEAT BELTS IS MANDATORY.**

c. Limit towing any vehicles to emergency towing only. Do not tow any vehicles for the purpose of fuel economy or lack of vehicle operators. When required to tow vehicles, use an approved tow bar and an appropriate towing vehicle. The towing vehicle must be of sufficient weight to ensure the towed vehicle can be controlled. No personnel may ride in the towed vehicle. CAP personnel must ensure compliance with federal, state, and local laws when towing any vehicles, including trailers.

8. CAP-Owned Vehicle Maintenance:

a. Maintenance Program. This program provides for the optimum use of vehicles at the lowest possible cost and assures the maximum readiness and capability of vehicles to perform designated functions efficiently and safely. Achieve this by:

(1) Maintaining vehicles to the maximum economical life expectancy.

(2) Increasing the general understanding of effective maintenance controls.

(3) Developing and encouraging continual review of maintenance techniques.

(4) Replacement of vehicles when repair and maintenance is no longer economically feasible (as determined by HQ CAP-USAF/MSL).

b. Routine Maintenance. Vehicle operator will normally perform field unit maintenance. This includes cleaning the vehicle, replacing the battery, and keeping the fluids in all systems at required levels.

c. Major Maintenance. Major maintenance consists of the repair (includes painting) and replacement of parts. Wing commanders (region commanders for region-assigned vehicles) will publish specific guidance for the maintenance of corporate vehicles. As a minimum, it must specify who can authorize repairs, how the authorization is documented, and how the maintenance costs will be paid. This is necessary to prevent unauthorized repairs and unauthorized debt burden on the corporation. Individual members who violate this directive do so at their own risk.

The unauthorized debts, obligations, or costs will be the personal liability of the member incurring such an obligation. Any parts attached to or work done upon a CAP-owned vehicle by a CAP member becomes a part of the vehicle and is considered a tax deductible contribution to the Civil Air Patrol, Inc. (Exceptions: Accessories, such as radio equipment, may be loaned to CAP for installation and/or use in CAP-owned vehicles provided prior written agreement is received from the applicable region/wing commander.) Documentation of repairs and/or loaned equipment will be kept in the vehicle folder.

9. Vehicle Appearance, Identification, and Marking.

The wing commander must ensure adherence to the following:

a. Obliterate all exterior markings related to previous military or civilian possession prior to CAP usage. Maintain CAP-owned vehicles to project organizational professionalism at all times.

b. The use of the CAP seal (eight-inch or eleven-inch diameter available through the CAP Bookstore) on CAP-owned vehicles (see CAPR 900-2) is approved. Attachment 2 depicts markings for CAP-owned vehicles, except nonself-propelled vehicles (see 9c below).

c. Assign a vehicle identity number to each vehicle owned by CAP. Do not assign an identity number to vehicles acquired to satisfy temporary requirements; leased, borrowed or rented. An identity number consists of five digits with the first two digits being the first two digits of the region or wing charter number. Example: OIXXX for Alabama, 23XXX for Missouri, 93XXX for Great Lakes Region, etc. Reuse of vehicles identity numbers is not authorized for a period of one year. This will allow complete deletion from the CAP-S-2 report. Assemble the identity number from two or three-inch numerals, and affix it to the rear bumper of the vehicle.

d. All CAP-owned vehicles (except nonhighway vehicles) will be white. Those vehicles painted blue prior to the effective date of this publication may remain "Air Force Blue" or strata blue number 15045 of Federal Standard 595 until required repainting. Repaint vehicles white if more than fifty percent of the vehicle surface requires painting. Repaint vehicles only when required, not solely to comply with this regulation. Nonhighway use vehicles, such as forklifts, tugs, tractors, trailers and nonself-propelled vehicles, are not required to be painted white or strata blue.

e. The use of the Greek Red Cross emblem on a white background is, according to federal statutes, restricted to the American Red Cross and hospital authorities of the Armed Forces. Do not use this marking on CAP-owned vehicles.

f. Marking of rescue vehicles must conform to federal, state, and local laws. Use of light bars on vehicles must be approved in writing by the wing commander (region commander if a region vehicle) and must follow guidelines established by the resident state and all surrounding states. Approved light bars will not duplicate federal, state, or local emergency vehicle light bars, unless a written waiver is obtained from the state and locality. Do not use the colors red or blue on the light bars. Do not use sirens.

g. Deer repellent devices may be installed on the front bumper of CAP-owned vehicles in areas where there is a high possibility of collision with deer.

h. Submit pictures of all CAP-owned vehicles to HQ CAP-USAF/MSLT triennially.

10. Vehicle Insurance. When CAP-owned vehicles are used for CAP corporate purposes, CAP and the operators are covered for liability by CAP's commercial insurance. When used on Air Force-assigned missions, CAP and the operators are covered for liability by the United States Air Force under the Federal Tort Claims Act (FICA). See CAPR 900-5 for specifics on coverage and payment of premiums. For collision and comprehensive-type coverage of some CAP-owned vehicles, see CAPR 900-7, Vehicle Self Insurance.

11. Reports:

a. State or Local. Determine if a requirement exists for state or local vehicle reports. If so, comply with the reporting procedures.

b. CAP-Owned Vehicle Inventory Report. The report is entitled "CAP Vehicle Status Report" and CAP-S-2 is assigned. See attachment 4 for report processing procedures.

c. Weight Limitations. Some trucks and truck-tractors that exceed the weight limitations in IRS publications may be subject to Federal Use Tax. Obtain further information from HQ CAP-USAF/FM.

12. Claims. In case of an accident or occurrence which may result in a claim or legal action against or in favor of CAP, the unit commander must comply with CAPR 62-2, Mishap Reporting and Investigation; CAPR 900-5, The CAP Insurance/Benefits Program; and CAPR 900-7, Vehicle Self Insurance. Provide copies of all CAP Forms 78, Mishap Report Form, concerning vehicle accidents to HQ CAP-USAF/MSLT within ten working days of the accident or incident. Follow the procedures in CAPR 900-7 to file a collision claim against the Vehicle Self Insurance program.

13. Bus Transportation:

a. The ownership of buses (carrying capacity of 16 or more passengers for the purpose of this regulation) is prohibited. Use of buses for CAP transportation is discouraged. CAP-owned vans are recommended for official transportation.

b. If the wing or region commander determines a bus must be used, written justification for use of the bus must be kept at the wing or region headquarters. The following guidelines apply:

(1) **Rented or Leased Buses from Commercial Sources.** A bus may be commercially leased for official CAP transportation only with the written approval of the CAP wing commander or region commander. Before such lease may be approved, the lessor who provides the bus and driver must furnish to the wing or region commander a certificate of liability coverage for the proposed lease period with limits of not less than \$2 million and with CAP named as an additional insured. Copies of the certificate should be retained by the wing or region commander

during the lease period. The lessor must provide the bus and driver. CAP drivers will not be used on leased buses.

(2) Borrowing Buses from Other Sources. While CAP-owned vans are the preferred transportation, buses may be borrowed from other sources, with the written approval of the wing or region commander. The lending agency should provide the driver. The use of CAP drivers is discouraged; however, a CAP driver may be used. In all

cases, the driver must possess a current valid state and/or federal license for the size and type of vehicle to be driven. The owner of the borrowed bus must provide proof of adequate liability insurance to the wing or region commander.

c. A waiver of these conditions may be granted only by National Headquarters/NA.

OFFICIAL

RONALD T. SAMPSON, Colonel, USAF
Executive Director

Signed

JOHSEPH F. BOYLE, SMSgt, USAF
Director of Administration

RICHARD L. ANDERSON, Brigadier General, CAP
National Commander

4 Attachments

1. Factors to be Considered when Reviewing Records for Issuance of CAP Form 75 and Sample CAP Form 75
2. Vehicle Reporting Procedures/Vehicle Status Report, CAP-S-2 and CAP Vehicle Markings
3. Sample CAP Form 73
4. Sample CAP Form 74

SUMMARY OF CHANGES This revision provides standards for wing commanders to review members' civilian driving records (para 4a(3)); requires wing commanders to review members' civilian driving records at least biennially (para 4c); defines use of light bars and deer repellent devices (para 4f and g); more clearly defines CAP-owned vehicles (para 6); changes standard paint color to white (para 9d); requires submission of vehicle pictures (para 9h); provides guidance on use of buses; (para 13); and revises CAP Forms 74 and 75 (attachments 1 and 4).

FACTORS TO BE CONSIDERED WHEN REVIEWING RECORDS FOR ISSUANCE OF CAP FORM 75, CAP OPERATOR'S PERMIT

1. Many factors should be reviewed in determining if an applicant will be issued a CAP Form 75. If an applicant has one or more of the following convictions within the previous two (2) years, a CAP Form 75 will not be issued: a. One or more DWI convictions. b. Hit-and-run conviction. c. Negligent homicide. d. Theft of a motor vehicle. e. Murder or assault with a motor vehicle. f. Driving under influence of drugs. g. Reckless driving resulting in injury or property damage. h. Conviction of a felony. i. Three (3) or more moving violations within the last two (2) years. j. Six (6) or more non-moving violations within the last two (2) years.

2. Violations other than those listed above should be reviewed by the wing commander or the transportation officer to determine if a CAP Form 75 will be issued.

NOTE: Any violations involving a felony conviction, such as, hit and run, negligent homicide, theft, etc., should be processed under the appropriate CAP membership termination and suspension regulation.

**CAP WING
SPECIAL PURPOSE OPERATOR'S PERMIT
CAP FORM 75 (REVISED)**

FRONT

WING, CIVIL AIR PATROL
MOTOR VEHICLE OPERATOR IDENTIFICATION CARD
NOT TRANSFERABLE
NOT VALID WITHOUT A VALID STATE DRIVERS' LICENSE

NAME OF OPERATOR		CAP SERIAL NUMBER
BIRTH DATE	SEX	STATE DRIVERS' LICENSE NO.
ISSUE DATE	TRANSPORTATION OFFICER	
OPERATOR'S SIGNATURE	WING COMMANDER	
CAP FORM 75, SEP 93		This card and state drivers' license will be carried at all times when operating CAP vehicles.

REVERSE

VEHICLES QUALIFIED TO OPERATE
MUST HAVE VALID STATE AND/OR FEDERAL DRIVERS' LICENSE FOR EACH TYPE OF VEHICLE

[illegible]

VEHICLE REPORTING PROCEDURES VEHICLE STATUS REPORT, CAP-S-2

1. Purpose. The mechanized reporting system provides an inventory for all CAP-owned vehicles.

2. Reporting Frequency and Distribution. The CAP-S-2 Report will be prepared annually at National Headquarters and distributed on or about 15 August of each year. The report reflects the CAP vehicle inventory as of 30 June of each year. Note: Each wing and region receives a unit file diskette monthly which contains the inventory data. This diskette is used as the information copy. It may also be used to verify changes in the inventory. Each wing receives two copies of the report listing vehicles assigned to the wing. Each region receives a copy of the report listing vehicles assigned to the region and wings within the region. The CAP-USAF Region/LG Director of Logistics receives a copy of the region report and the CAP-USAF LO receives a copy for his/her wing. The CAP National Administrator receives one copy of the complete report.

3. Issue of Vehicles. The wing transportation officer issues vehicles to subordinate units using CAP Form 37, Shipping and Receiving Document. Only the unit commander/logistics officer is authorized to receive the vehicle. A copy of the CAP Form 37 is forwarded to HQ CAP-USAF/MSLT through the LO and LIZ to update the CAP-S-2 Report. The wing transportation officer maintains a copy of the CAP Form 37 for each vehicle reflecting its current location/unit of assignment until the vehicle is properly disposed of or returned to the wing. Vehicle issues to units and annual revalidation are accomplished as outlined in CAPM 67-1.

4. Processing Procedures.

a. Wing Transportation Officers:

(1) Verify accuracy of the annual report.
(2) Report any discrepancy noted to HQ CAP-USAF/MSLT via the CAP-S-2 Report by forwarding the signed original (signed by the wing commander or region commander if it is a region report) through the LO and Liaison Region LG. All vehicles added or deleted must have a copy of the CAP Form 37 attached to the CAP-S-2. Do not change the CAPS-2 Report without a properly completed CAP Form 37.

(3) Forward the CAP-S-2 Report through the LO/LR in sufficient time for it to be received by HQ CAPUSAF/MSLT not later than 15 November.

(4) Post corrections or inventory changes to their copies of the CAP-S-2 Report as they occur.

(5) If required, request assistance from the LO to resolve discrepancies.

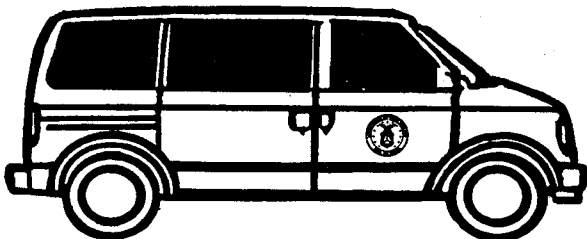
b. HQ CAP-USAF/MSLT:

(1) Updates master vehicle inventory card using inputs (CAP Form 37, Shipping and Receiving Document) received from CAP-USAF LR Director of Logistics, on a continuing basis.

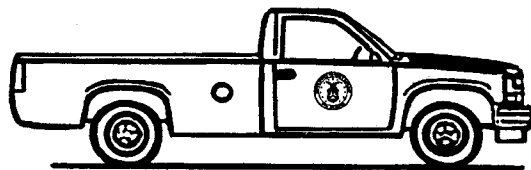
(2) Forwards new reports to recipients indicated in paragraph 2.

5. Vehicle Report File Maintenance. See CAP Regulation 10-2 for disposition instructions.

CAP VEHICLE MARKINGS



VANS



TRUCKS

SAMPLE CAP FORM 73

DAILY CAP VEHICLE INSPECTION REPORT (Operator's Inspection Guide and Trouble Report)		OPERATOR'S SIGNATURE VERIFYING INSPECTION	ITEM NO. AND DISCREPANCY FOUND
DAY			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

MONTH: _____ VEHICLE TYPE: _____ WING ID. NUMBER: _____

USING ORGANIZATION: _____ LOCATION: _____

BEFORE STARTING:

1. Engine Oil Level
2. Battery
3. Tires
4. Coolant
5. Belts and hoses
6. Safety Device
7. Leaks
8. Clean Vehicle
9. Damage
10. Inspection Sticker

AFTER STARTING:

11. Lights
12. Instruments/Horn/Windshield Wipers
13. Safety Devices
14. Brakes/Steering
15. Unusual Occurrences
16. Other

NOTE: Indicate completion of inspection in appropriate block on reverse side.

REMARKS: _____

DAILY VEHICLE SAFETY INSPECTION REPORT INSTRUCTIONS

1. A Daily Vehicle Safety Inspection Report will be accomplished on all corporate vehicles prior to first operation of the day. Once a vehicle has been inspected, a reinspection is not required until next calendar day driven.
2. All discrepancies identified will be annotated and action taken to correct noted discrepancies as soon as possible.
3. The Daily Vehicle Safety Inspection Report is designed to be used for one month. The completed Daily Vehicle Safety Inspection Report will be filed in the vehicle records folder.
4. Copies of all previous daily inspections will be maintained in the vehicle records folder until replaced by the next annual inspection.

CAP FORM 73
FEB 86

CARW-89011M

